

MANUSCRIPT INSTRUCTIONS
10TH CONFERENCE ON POLAR METEOROLOGY

18-21 MAY, 2009

MADISON CONCOURSE HOTEL

MADISON, WISCONSIN



All submitted manuscripts from the conference will be made available to all on-line via the AMS web-page. **NO hard copies will be produced for this meeting.** We encourage all presenters to submit a manuscript since time for presentations is limited.

Posting your manuscript on-line is an excellent opportunity to include more detailed information, color figures, figures, and graphs that may require more time for study than is available at the meeting. Authors submitting their manuscripts via the web will be able to record their presentations at the conference. The recordings will be available on the AMS Web-site after the conference.

Submitting Your Manuscript: All manuscripts must be submitted electronically on-line as a PDF file. Please refer to page 2 of this document for detailed instructions to help you prepare your manuscript, which should be no more than 3MB in size. The deadline for edits to the abstract title or authors for the changes to be reflected in the final published program will be **24 April 2009**. Our manuscript submission system will be shut down for a week while we pull the information for our final program. The on-line submission system will re-open the **1 May** to allow submissions for both manuscript and/or presentations. The final deadline to upload all manuscripts and/or presentations will be **13 May**.

Uploading Your Manuscript: Your manuscript must be submitted on-line. To do so, please go to the AMS web site at <http://ams.confex.com/ams/publish.cgi>. You will be asked for your abstract id and password, which you received in an e-mail when submitting your initial abstract on-line.

Your full manuscript will be available on the AMS Web site containing the meeting program in addition to the short abstract that is currently available. Further, you are given the option of uploading your presentation including a URL to an external Web site so that supplemental materials, such as a more complete manuscript, color figures, animations, etc., can be linked to the manuscript.

There is no fee to submit your manuscript and/or presentation.

Uploading Your Presentation: In an attempt to expand the audience for presentations and to provide a more complete and permanent record of the author's remarks, the AMS would like to record the voice of authors and their slides as presentations are being made for those authors that grant us permission. To facilitate the recordings, and to make things easier for everyone at the meeting, we ask that you load your presentation well before the start of your session if you have to load it on-site. *Instructions on how to upload your presentation will be sent to authors closer to the meeting date.*

IMPORTANT DATES

- First Manuscript/Presentation Deadline: 24 April
- Manuscript/Presentation Submission Reopens: 1 May
- Final Submission Deadline: 13 May

**PLEASE REFER TO THE FOLLOWING INSTRUCTIONS
FOR COMPLETE INFORMATION ON FORMATTING YOUR MANUSCRIPT**

Tips for Formatting Your Manuscript

- 1a. WHAT IS YOUR PAPER NUMBER — AMS will inform you when the preliminary program is posted on the AMS home page. At that time, please search your name in the program to find your paper number (which is different from the log number you received when submitting your abstract via the Web).

Example: 7.2

7= Session number

2= paper number

7.2 = YOUR PAPER NUMBER

- If you are presenting a poster a "P" will precede your paper number (P7.2).
- If you are presenting in a joint session a "J" will precede your number (J7.2).
- If you are presenting in a parallel session an "A" or a "B" will be part of your session number (7B.2).

- 1b. PLACEMENT OF PAPER NUMBER

- Type your **boldface** paper number at 1 1/4" margin in the UPPER LEFTHAND CORNER of the first page of your manuscript

2. BASIC FORMATTING TIPS:

- MARGINS: 1" all around (8/12 x 11); 1 3/4" bottom (A4 paper)
- COLUMNS: 2 columns with 1/4" space in between
- TEXT: Helvetica or Arial, 9 point (or similar font to this page)

3. TITLE

- Type at 1" top margin in center of first page, all CAPS

****See Below for Further Information****

EXAMPLE OF LAYOUT AND FORMATTING INSTRUCTIONS

10.2

DOPPLER RADAR VELOCITIES

Andrew A. Andrews *
University of Missouri, Columbia, Missouri

1. INTRODUCTION

To assist you in preparing your manuscript for publication, please adhere to the following instructions.

2. MANUSCRIPT DEADLINE & SUBMISSION

Manuscripts must be posted via the AMS website by **13 May 2009**

2.1 FILE SIZE

Your file should be no larger than **3MB in size**.

3. PAGE LAYOUT & TEXT FONT

Manuscripts must be formatted with 1" margins on all sides. Please use 9 or 10 point Helvetica, Arial, or similar font for the text.

Place the text in newspaper style columns with a ¼" space between columns, as shown on this page. If necessary, figures, photos, or charts may span the two columns adhering to the 1" outside margins.

4. MANUSCRIPT FORMATTING

The International System of Units (SI units) used in all AMS journals should be used in AMS conference preprint volumes.

4.1 Paper Number

If you are presenting a poster, a "P" will precede your paper number and if you are presenting in a joint session a "J" will precede your paper number (the "P" and the "J" are a part of your paper number, please be sure they appear on your manuscript).

Your **boldfaced** paper number should be typed at the 1"/1" margin in the upper left hand corner of your manuscript (as shown on this page, i.e. **10.2**).

* *Corresponding author address:* Andrew A. Andrews, Univ. of Missouri, Dept. of Meteorology, Columbia, MO 65211-1234; e-mail: aandrews@met.edu.com.

4.2 Titles, Headings & Footnotes

The title of the paper should be centered and typed in CAPITAL LETTERS on the first line of the first page of your manuscript. Type the name of all author(s) in initial caps and center on the page two lines below the title. Type authors' business or school affiliation, city, and state and center on the line below the name in initial caps.

Major headings are Arabic-numbered and in CAPITAL LETTERS (as shown in these instructions).

Footnotes should be indicated in the text with an asterisk (*).

4.3 Author's Corresponding Address

Please type, within the 1" margin, the corresponding author's address in the lower left corner of your first page (see lower left corner of this page).

4.4 References

List all bibliographical references at the end of the paper in alphabetical order by first author. When referring to them in the text, type the corresponding author surname followed by the year of publication; e.g., Smith (1984). Use referencing style from any one of the AMS journals (see sample below).

Battan, L. J., 1971: Radar attenuation by wet ice spheres. *J. Appl. Meteor.*, 10, 247–252.

4.5 Equation Numbers

Enclose these Arabic (and sequential) numbers in parentheses and place flush with right-hand margin of column.

5. ILLUSTRATIONS AND TABLES

Presentations at the conference do not usually allow enough time for in-depth explanation, therefore, it is important to include your most complex graphs, diagrams, illustrations, or tables in your manuscript.

Figures and tables should have full captions typed below the figure.

Company logos and identification numbers are not permitted on your illustrations.